

# Guidance Notes for Completing the Rural Economy and Land Use (RELU) Programme Outline Proposal Form v2.0

## General Guidance

### General Information and Guidance

ESRC will be the administering Research Council for all RELU Programme awards. Anyone involved in the preparation and submission of a proposal should familiarise themselves with ESRC's Funding Guidelines, which apply unless otherwise stated in this document.

### Data Protection Act 1998

The Research Councils will use information provided on the proposal form in processing the proposal, any grant awarded and subsequent payments, including maintenance and review processes. This includes:

- registration of proposals
- operation of Councils' grants processing and management information systems
- the acquisition of UK and/or international referees' comments on the proposal
- the preparation of material for use by peer review panels
- statistical analysis to inform the evaluation of the quality of the research undertaken and to study demographic trends
- policy and strategy studies

To meet the Research Councils' public accountability and information dissemination obligations, details of funded grants will normally be made publicly available on the Research Councils' external web sites and other publicly available databases, and in reports and/or paper documents.

Please note that all sections of the form **must** be completed.

## A. Organisation or Institution Where Grant Would Be Held

### The Principle

RELU is open to institutions normally eligible to participate in the thematic programmes of any one of the three participating Research Councils - ESRC, BBSRC and NERC.

### Eligible Institutions

The following institutions approved by the Research Councils will be eligible to apply:

- UK Universities and Colleges
- Academic Analogues<sup>1</sup> approved by ESRC, BBSRC or NERC (see note below and Annex A)
- BBSRC-sponsored Institutes
- The Council for the Central Laboratory of the Research Councils
- NERC Research Centres and Surveys
- Government Research Establishments
- Scottish Agricultural and Biological Research Institutes (SABRIs)
- Not-for-profit institutions<sup>2</sup> established to conduct research for the public good, where the results are clearly available in the public domain

<sup>1</sup> Academic Analogues: a limited number of non-academic institutions are eligible to apply for funding from one or more of the Research Councils and are recognised as Academic Analogues. A list of RELU recognised Academic Analogues is provided in Annex A. Recognition for eligibility to participate in RELU does not imply eligibility for funding under other schemes operated by the Research Councils.

<sup>2</sup> Not-for-profit institutions: institutions which are, or which are constituent parts of, a charity registered with the Charities Commission; or associations which are eligible for exemption from Corporation Tax under section 508 of the Income and Corporation Taxes Act 1988; or institutions which are wholly owned subsidiaries of an association approved under section 508 of the Income and Corporation Taxes Act whose articles of association require that all profits are returned (gift-aided) to the section 508 association.

## **B. Principal Investigator**

A brief CV (maximum half page) should be provided for the Principal Investigator as an appendix to the application.

Investigators are eligible to apply for funding whether or not they are established members of staff of a recognised institution. Applicants who are not established members of staff of a recognised institution must be accommodated by a recognised institution and provided with appropriate facilities to carry out the proposed research.

Applicants at Higher Education Institutions who are not established members of staff may seek funds to cover their own salaries. Where this is the case, confirmation that staff are not funded through general income and were not attributed to general funds in the last RAE must be supplied by the administering institution.

For NERC Research Centres, salary costs may not be requested for Principal or Co-investigators graded at band 5 or above. Band 6 investigators based at NERC Research Centres may apply for funding as Principal or Co-investigators, including salary costs. Note this opportunity for NERC band 6 investigators represents an exception to normal NERC eligibility criteria, which applies only to the RELU programme.

Salary costs may not be requested for RELU Principal or Co-Investigators based in BBSRC-sponsored institutes who are eligible to apply as Principal or Co-Investigators for funding from BBSRC under that Council's normal eligibility criteria. Salary costs may be requested for RELU investigators based in BBSRC-sponsored institutes who are not eligible to apply as Principal or Co-Investigators for funding from BBSRC under the Council's normal eligibility criteria, but are allowed, exceptionally, to apply as Principal or Co-Investigators for funding from the RELU programme under its broader eligibility criteria.

For RELU Principal or Co-investigators based in the SABRIs or Government Research Establishments, rules relating to requests for salary costs will be similar to those set out in the preceding paragraph for BBSRC-sponsored institutes.

Research proposals may be submitted jointly by more than one applicant. In such cases, one person must be regarded as the principal applicant taking the lead responsibility for the conduct of the research and the observance of all terms and conditions.

The Principal Investigator's institution should normally be the same as the administering institution. Co-applicants may be based at different recognised institutions provided that the principal applicant's institution takes responsibility for administering the award and disbursing funds as appropriate.

These investigator eligibility criteria apply to the RELU programme only and do not imply eligibility for funding from other schemes operated by the Research Councils.

## **C. Title of Research Project**

The title should not exceed 150 characters, including spaces.

## **D. Total Funding Requested**

This should be based on the more detailed costings requested in section H (see note below).



## **E. Start Date and Duration**

Please ensure that the proposed start date is realistic, taking into account the period required by the Council to process both the present outline proposal and a subsequent full application (as published in the specification) and that required to recruit staff.

The proposed duration of the grant in months should be entered, checking that it complies with the terms published in the specification.

## **F. Abstract**

Please give a description of the research to amplify the title (max 200 words). The abstract should be written using plain English so that it can be clearly understood by those with no prior knowledge of the subject.

The abstract may cover, for example:

- the principal subject of the research
- the key aims
- where and how the research would be undertaken
- who else would be involved
- the total cost
- how it relates to the wider objectives of the RELU Programme

## **G. Co-Investigators**

A brief CV (maximum half page) should be provided for each Co-Investigator as an appendix to the application.

The eligibility criteria for Co-Investigators are the same as those for the Principal Investigator, as described above.

For the purposes of this Programme, investigators who would normally be listed as 'recognised researchers' should be listed as 'Co-Investigators'.

## **H. Financial Summary**

Please provide a brief summary/breakdown of the anticipated costs of the project. It is not expected that the financial details will be precise and it is not necessary to go into great detail. The Councils are not able to provide any detailed advice on costings at this stage. All costs should be eligible for Research Council funding at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation.

Indirect costs should be calculated as 46% of the total staff cost. This addition is intended to meet the indirect central and departmental administrative and service costs involved in supporting the research.

## **I. Proposed Research**

This section must not exceed 2000 words (including references, diagrams and tables etc). All materials must be printed in single-spaced typescript of minimum font size 12 point (Times New Roman or Arial font). ESRC cannot guarantee that coloured diagrams or illustrations will be reproduced in colour for assessors. Any proposal which does not comply with these specifications will be rejected.

The Case for Support should be a self-contained description of the proposed research outlining the motivation for the proposed research detailing the work to be undertaken and justifying the level of resources requested.

There is no standard way to present the details of the research, but the following points should be addressed:

- underlying rationale, scientific and technological issues to be addressed, relevance to users and the potential scientific, social and economic benefits;
- specific objectives of the project, including their potential relevance to UK and international research work in the field, and expected achievements and outputs, including datasets;
- methodology and approach;
- programme and/or plan of research;
- justification for resources being sought;
- management of both project and resources, identifying the training and career development opportunities for personnel working on the project;
- the planned area of research for any tied PhD studentships that would be requested if an application for a RELU Research Project is successful, and the interdisciplinary training and capacity building the post would offer to the student(s);
- long-term stewardship of resulting datasets for potential re-use by other scientists.

#### Additional Materials

Additional materials, such as articles, publications or similar materials, should not be submitted at the Outline Proposal stage.

### **J. Relevance to Programme Specification**

This section must not exceed 250 words. Please state briefly how the proposed research relates to the research areas highlighted in the Programme Specification.

### **K. Relevance to User Groups**

This section must not exceed 750 words. Please explain the likely contribution of the proposed research to policy and practice. Include details of consultation with user groups (such as public, private and voluntary sector practitioners and policy makers) in the development of the research, and proposed collaboration/communication with such groups during the research. Details of any potential co-funding or support in kind should also be included here.

### **L. Research Disciplines**

Please enter the primary discipline and sub-disciplinary specialism for each investigator. The primary discipline refers to a person's fundamental scientific training and disciplinary orientation. For each investigator, please select just **one** primary discipline from the list in Annex B.

Please use no more than 4 key words when describing each investigator's current sub-disciplinary specialism. For example, the primary discipline might be physical geography and the specialism GIS; or the discipline might be economics and the specialism environmental economics; or the discipline might be meteorology and the specialism atmospheric kinetics, etc.

Please also explain the approach to interdisciplinarity, drawing on the social and natural science, within the proposed research. This should include its justification (why is it necessary and beneficial?), the reasoning for choice of disciplines, the level and form of integration envisaged and how integration will be encouraged by way of research project design and training. This section must not exceed 750 words.

### **M. Prepared to Act as Referees (Yes/No)**

Failing to be shortlisted does not necessarily indicate any lack of recognition of the applicants' academic standing. If unsuccessful at the outline proposal stage, would you and/or your co-applicants be prepared to act as referee(s) on full proposals to this Programme?

Answer 'yes' or 'no'.

### **Declaration**

The Administrative Authority of the administering body (organisation or institution where the grant would be held), the Principal Investigator and the Head of Department need to sign the declaration. Co-applicants' signatures are not required at the outline stage, but applicants must ensure that all named co-applicants have fully agreed to be included prior to submitting the proposal.

## **ANNEX A: Approved Academic Analogues**

Animal Health Trust  
Arkleton Trust Research Ltd  
Armagh Observatory  
Ashridge Management College  
British Academy  
British Museum  
British Trust for Ornithology  
Building Research Establishment  
CABI Biosciences\*  
Centre for Applied Microbiology and Research  
Centre for Economic Policy Research  
Council for the Central Laboratory of the Research Councils  
European Bioinformatics Institute – Cambridge  
Foundation for International Environmental Law and Development  
Freshwater Biological Association  
Game Conservancy Trust  
Harrison Zoological Museum  
Henley Centre of Forecasting  
Henley Management Centre  
Institute for Jewish Policy Research  
Institute of Community Studies  
Institute of Development Studies  
Institute of Fiscal Studies  
Institute for the Study of Drug Dependence  
International Institute for Environment and Development  
International Institute for Strategic Studies  
London Research Centre  
Marine Biological Association  
National Centre for Social Research  
National Foundation for Educational Research  
National Hospitals College of Speech Sciences  
National Institute of Agricultural Botany  
National Institute for Economic and Social Research  
National Institute for Social Work  
National Museum of Science and Industry  
National Museums of Scotland  
National Museums of Wales

Natural History Museum  
Northern Ireland Economic Research Centre  
Policy Research Bureau  
Overseas Development Institute  
Roffey Park Management Institute  
RAND Europe Cambridge  
Royal Botanic Garden, Edinburgh  
Royal Botanic Gardens, Kew  
Royal Institute of International Affairs  
Royal Institute of Public Administration  
Royal Society  
Royal Society for the Protection of Birds  
Scottish Agricultural College  
Scottish Association for Marine Sciences  
Scottish Council for Research in Education  
Sir Alistair Hardy Foundation for Ocean Sciences  
Tavistock Institute of Human Relations  
Tavistock Institute of Marital Studies  
Trust for the Study of Adolescence  
UK Centre for Economic and Environmental Development (Cambridge)  
Wellcome Trust Sanger Institute  
Wildfowl & Wetlands Trust

\* Comprising the International Institutes of Biological Control, Entomology, and Parasitology and the International Mycological Institute.

## **ANNEX B: Primary Disciplines**

01	Animal Pathology
02	Archaeology (science based)
03	Biochemistry
04	Bioengineering
05	Bioinformatics (including Bio-statistics and Biological Modelling)
06	Biophysics
07	Civil/Water Engineering (including Earth and Environmental Engineering)
08	Consumer Sciences
09	Crop Science (including Pest Management)
10	Development Studies
11	Earth Sciences (including Geomorphology, Geology and Biogeochemistry)
12	Ecology
13	Economics
14	Entomology
15	Environmental Chemistry
16	Environmental Informatics
17	Environmental Modelling
18	Environmental Physics
19	Epidemiology
20	Fish Biology (including Aquaculture and Marine Biology)
21	Food Science
22	Genetics (including Evolutionary Biology)
23	History
24	Human Geography
25	Human Nutrition
26	Hydrology (including Hydrogeology and Sedimentology)
27	Animal Science (including Animal Nutrition)
28	Management and Business Studies
29	Meteorology (including Climatology and Atmospheric Sciences)
30	Microbiology
31	Oceanography
32	Philosophy
33	Physical Geography
34	Planning
35	Plant Biology
36	Plant Pathology
37	Politics/Political Science
38	Population Biology
39	Psychology (human)
40	Science Studies/Science Policy
41	Social Anthropology
42	Social Policy
43	Social Statistics
44	Socio-Legal Studies
45	Sociology
46	Soil Science
47	Systematics and Taxonomy
48	Veterinary Medicine